



# THE STATE ETHICS COMMISSION'S EDUCATIONAL OUTREACH PROGRAM

## Presents

### 10 TIPS FOR GETTING THE MOST OUT OF A TRAINING WORKSHOP

1. **REMOVE YOURSELF FROM OFFICE PRESSURES.**

Let the office function without you for one day. If you must, ask your assistant or coworkers to leave messages while you're attending the workshop, then check in at a set time --- perhaps during your lunch break.

2. **ARRIVE AT THE WORKSHOP SITE EARLY.**

Arriving early gets you in the mood for learning and prevents the stress of rushing in.

3. **BRING BUSINESS CARDS.**

Workshops are great places for networking. Have business cards ready for those people with whom you'd like to keep in touch.

4. **INTRODUCE YOURSELF TO AT LEAST 3 PEOPLE SITTING NEAR YOU.**

You obviously have something in common with them since you're all at the same educational event. Break the ice and say hello.

5. **TAKE NOTES.**

It will help your comprehension to take notes. Write down questions, too, as they pop up, so you'll remember to ask them later.

6. **PARTICIPATE IN DISCUSSION.**

By doing so, you'll remember more of the material. Do you have a suggestion? Did you have a problem that you've solved? Share that information so others can learn from your experience.

7. **DON'T HESITATE TO ASK QUESTIONS.**

Chances are, if you have a question or something isn't clear, you're not the only one puzzled.

8. **KEEP AN ACTION ITEMS LIST.**

Throughout the workshop jot down ideas you can implement immediately when you return to the office. Share the ideas and your notes with your boss and coworkers.

9. **HAVE LUNCH WITH SOMEONE YOU DON'T KNOW.**

It's an opportunity to flesh out ideas from the program and build a professional relationship that may continue throughout your career.

10. **EXTEND THE LEARNING.**

What can you do to reinforce what you learned in the workshop? Obtain additional information. Refer regularly to your workshop notes. Consider ways in which you can keep the educational spirit of the day alive.